

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

Executive Committee Meeting

November 6, 2007

Members Present: Steve Kitchin, Paul Harden, Paul Ouellette, Joe Cannon, Pat Talin

Members Absent: Ernie Vergano

Staff Present: Dottie Miller, Nick Ucci, Marsha McDowell

Guest: Mavis McGetrick (SWIO)

With a quorum present, Chair Steve Kitchin called the meeting to order at 9:45 AM.

Pat Talin suggested a change in the Director's Report language to indicate a statement of hers was referred to by Dottie Miller. A motion was entered to approve the October 2, 2007 Executive Committee meeting minutes as amended.

VOTE: Paul Harden moved to approve, seconded by Pat Talin. All approved.

Chairman's Report

Chair S. Kitchin directed the committee members' attention to the Consent Agenda in their meeting packet. It listed items that were voted on at the September 11, 2007 Board Meeting. Because the

October 10th meeting was cancelled, these items would have to be voted on at the November 14, 2007 meeting. Chairman S. Kitchen stated that the six items were as follows:

Item #1: WPGRI Executive Director Position

Item #2: WIA Services Contract Agreement

Item #3: WIA Corporate Contract Agreement

Item #4: Youth Center Proposal Recommendation

Item #5: FY05 Audit Report

Item #6: FY06 Audit Report

He then asked if there was any comment or discussion on any of the items. There being none, a motion was entered to recommend approval of the Consent Agenda.

VOTE: Pat Talin moved to approve the minutes as amended, Paul Ouellette seconded. All approved. The motion carried.

Chair Kitchen briefly discussed the October 4th session of the Governor's Workforce Board Strategic Planning Retreat that he, Paul Harden, Paul Ouellette, Joe Cannon and Dottie Miller had attended. He explained that this second session was held to finalize the development of a unified five year plan. He stated that his opinion was that the discussion at this session was more focused.

Chair Kitchen also announced the need to fill the vacancy of chairperson for the Quality Assurance Committee and asked for input from the committee members. Consensus was that Jane Nugent

would make a good chair along with Mike Cassidy as backup. Paul Ouellette stated he would talk to Jane Nugent about the committee chair role.

Director's Report

Dottie Miller reported that Adelita Orefice, Director of the RI Department of Labor and Training has extended the recertification of the Workforce Partnership of Greater Rhode Island Workforce Investment Board to December 31, 2007. She explained that although several vacancies were recently filled with new appointments, new vacancies existed because of recent resignations and the unfilled organized labor seats. Dottie suggested that Nancy Roderick from Concordia LLC, a Biomanufacturing company, be recommended to fill the vacancy left by Muriel Morrisette's dislocation from Amgen RI. She added that she had also secured two Organized Labor representatives to be recommended to the Governor's Office for appointment to the Board: Raymond Pingitore (Director of Member Services of Teamsters Local 251) and Allen P. Durand (IBEW Local Union 99). She stated that she was still working to secure a nominee for the RI Department of Elderly Affairs and one other person to represent the Private Sector vacancy resulting from Frank Sullivan's resignation.

D. Miller announced that staff members Nick Ucci and Arthur Jodoin would be receiving in-house web training so they will be able to

update the WPGRI web site. She stated that the plan was to have Arthur maintain the ongoing updates and that Nick would take the lead on design and format. Miller also explained her application of a team approach to managing the adult and youth programs, which required the cross training of staff. She added that this had resulted in a more structured approach and that staff were engaged in their work. She stated she appreciated their hard work and their efforts to maintain morale during this period of threatened lay-offs. She also directed committee members to the staff organizational chart composed by N. Ucci. Nick explained the organizational chart and indicated that in the event that a staff member is unable to do his/her job another staff member could step in.

COMMITTEE REPORTS

Youth Council

Chairman Joe Cannon asked the committee members to review the Legal Notice for the Statewide Youth Requests for Proposals (RFP) Bid Conference that was included in the meeting packet. Chair S. Kitchen asked if the pick-up locations for the RFP packages should be more geographically sensitive, since the only centers listed were the WPGRI office in Cranston, the Providence/Cranston netWORKri Center in Providence, and the Pawtucket netWORKri Center. Dottie Miller stated that the RFP was available at the WPGRI web site and that traditionally most interested bidders downloaded the document with very few hard copies requested in the recent past. Chair Joe

Cannon asked the committee to review the letter thanking Frank Sullivan, former Youth Council Chair, for his contributions to the WPGRI Board and the Youth Council. He asked if members had any edits or changes to the letter.

Chair J. Cannon announced that the Pawtucket Youth Center would open at the end of November at the Pawtucket netWORKri Center with a satellite site at the Woodlawn Community Center. He added that this would allow the center to operate from 8:00 AM to 9:00 PM. He stated that the contracted service plan for the center was to provide a variety of services to 330 youth from the ages of 14-21 years old. Chairman Cannon asked if the board should be concerned that WIA Youth funds could be expended to serve youth to age 21, and Adult funding could be expended to serve adults from age 18. N. Ucci responded that funding could be applied to a person who was 18 to 21 years old, and that in some cases, a youth could be counted as an adult in terms of performance. Chair J. Cannon added that enrollments for current youth programs were at planned levels to date, for programs that were five months into operation.

Chair Cannon also announced that the Governor's Workforce Board RI had awarded a \$3 million allocation from the Job Development Fund to support statewide youth programs for PY'08. He explained that the funds would be distributed to the two Workforce Investment Boards (WIBs) based on the Workforce Investment Act (WIA) formula.

He then stated that the new Youth RFP had been posted to the

WPGRI website and that it was available to bidders as of this morning, November 6th. He stated that the RFP solicited services to be funded by both WIA and State JDF funds statewide. He explained that the Pre-Proposal Bid Conference would be held on November 16, 2007 at the Sheraton Airport Hotel on Post Road in Warwick. He went on to say that he wanted to be sure that a good cross section of volunteer readers and raters were recruited to include private sector representation and ensure the quality of the review process. He added that he planned to recruit board members at the November 14th meeting and referred to the sample volunteer sign-up sheets in the members' folders.

Chair J. Cannon also stated that the he had established a working group which included himself, Youth Council Vice Chair, Sue Babin, and staff members Carlos Ribeiro, Dottie Miller and Nick Ucci to look at issues and new strategies to drive the council's initiative.

Board Development

Chair Paul Ouellette stated that Peter Koch had offered to help fill the private sector vacancy on the board, but it appeared that he had not been successful to date. Paul stated that he had also contacted Jerry Myer at the East Greenwich Chamber of Commerce for suggestions. Paul stated that through Dottie's efforts, two Organized Labor nominees (Ray Pingitore of the Teamsters Local 251 and Allen Durand of IBEW local 99) had submitted resumes and would be included in the submissions to the Governor's Office to be

considered for appointments. He added that the other vacancy that needed to be filled would be the representative of the Department of Elderly Affairs.

Chair P. Ouellette announced that the new Board Member Orientation held earlier in the morning had been well received. He added that he had approached Susan O'Donnell to provide the Board Member Presentation at the November 14th Board meeting. D. Miller reminded the members that Saul Kaplan, Director of the RI Economic Development Corporation, had indicated an interest in speaking at the November WPGRI Board meeting. She stated she would confirm his plans to speak and let Paul know as soon as possible.

Strategic Development

Chair Paul Harden explained that at the September meeting, the committee had recommended two new WPGRI policies, one entitled Prerequisites for Enrollment in WIA-funded Training Programs (LWIB Notice PY07-01) and the other, WPGRI Supportive Services Policy for WIA Adults & Dislocated Workers (LWIB Notice PY07-02). He reminded the members that one of the Board members raised concern with the language in the Prerequisites for Enrollment in WIA-funded Training Programs language regarding the requirement of medical exams prior to training. Chair P. Harden stated that he and staff had met to discuss the language with Robert Cooper, Chairman of the Governors Commission on Disabilities, to resolve the concern. He explained that, as a result, the new language stated that a

counselor should outline the physical requirements for the training and employment with a client, but not require an exam. He added that the language for the other prerequisite requirements had not been changed. Paul noted that the entire text of both the revised Prerequisite Policy and the Supportive Services Policy was included in the folder along with the WIA Two-Year Plan modification. He asked that the policies be voted on separately from the Plan Modification.

A motion was entered to recommend approval of the revised language in the PY07-01 Prerequisites for Enrollment and the PY07-02 Supportive Services Policy.

VOTE: Paul Harden moved to approve, Pat Talin seconded. All approved. The motion carried.

Dottie Miller then explained the WIA Two-Year Plan Modification. She stated that the Modification included the service plan numbers based on the approved ITA \$3500 cap as well as service allocations related to how funds would be broken out to the Adult, Dislocated Workers and Youth populations. She stated that the plan also included the funding approved for the contracted core and intensive services to be provided by the netWORKri centers. Dottie added that the Plan also included the two new policies (LWIB Notice PY2007-01 and PY2007-02), the One Stop Partner Memorandums of Understanding, and the list of appointed Board members.

A motion was entered to recommend approval of the WIA Two-Year Plan Modification as presented.

VOTE: Paul Harden moved to approve, Pat Talin seconded. All approved. The motion carried.

Dottie Miller stated that the entire WIA Two-Year Plan Modification would be sent electronically to all board members for their review prior to the upcoming November 14th meeting. In addition she agreed to include a printed hard copy in the folders for the meeting.

Old Business

Chairman Kitchin stated that he felt the board would members would like to have an update on the status of the One-Stop Centers, and asked Dottie Miller to schedule a DLT representative to provide an update at the November 14th meeting.

New Business

Dottie reminded the committee that November 15 was the planned lay-off date for the state workers. She explained that DLT had planned a special dislocation center in Pawtucket netWORKri center to assist them, and that she had agreed to share the time of WPGRI staff member Maureen Palumbo to organize the services and work with the group who would be providing resources for those State workers laid

off.

Dottie Miller then directed the committee's attention to the draft agenda for the November 14th WPGRI Board Meeting, and asked for additions and/or edits. The members stated they felt it was fine.

With no other business to be discussed, Chairman Kitchin asked for a motion to adjourn.

VOTE: Paul Harden moved to approve, Pat Talin seconded. All approved. The motion carried.

The meeting was adjourned at 11:00 AM.

Respectfully submitted,

Marsha McDowell